



United Way of the Battle Creek and Kalamazoo Region Job Posting

The United Way of the Battle Creek and Kalamazoo Region has the following position available:

ASSOCIATE DIRECTOR – MAJOR GIFTS DONOR RELATIONS

Are you passionate about making a difference in the lives of those who reside in our communities? This position directly manages the Major and Planned Giving strategies and initiatives of United Way in support of its efforts in the areas of health, education, and financial stability.

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) partners across all sectors year-round to achieve measurable progress towards specific goals in Education, Income and Health -- the building blocks for a good quality life. Our organization stands in the top five percent of United Way organizations nation-wide in overall resource development results. This past year, more than \$18 million dollars was successfully secured, administered and leveraged locally to fuel the ongoing movement to *change the story* in communities throughout our region...one life at a time.

Position Summary:

UWBCKR is looking for an impassioned, motivated team player to help carry out UWBCKR's mission by managing its Major and Planned Giving strategies and initiatives, through execution of the key accountabilities of Donor Cultivation and Stewardship, Donor Solicitation, Relationship Management and Industry Expertise, and Volunteer Leadership.

The following characteristics and abilities are essential in the making of a solid candidate:

- Ability to link donor, volunteer, and advocates' aspiration to needs
- Ability to catalyze others' commitment to mission
- Strives vigorously to accomplish shared goals
- Seeks and shares knowledge of community
- Acts with integrity and strong ethics to foster trust at all levels, internalizing the meaning and commitment of United Way and consistently acts according to its value and purpose
- Is able to communicate effectively to develop, grow, and sustain productive relationships
- Knows how to capture relevant information, and in turn, interprets and utilizes the information to forge partnerships, collaborate, cultivate, grow, sustain, and strengthen internal and external relationships.
- Values diversity and inclusion
- Effective Public Speaker with ability to tell the UW story in a compelling and inspirational way

Requirements:

- BA degree in Communications, Public or Nonprofit Administration, Sales, or related field,
- A minimum of three years of related work experience in donor relations, including major gifts and planned giving experience
- Volunteer management experience a plus
- Working knowledge of gift planning vehicles and gift planning tools, including prospect research
- Working knowledge of Microsoft Office

This full-time exempt position reports to the Director of Investor Relations.

Resumes can be submitted, along with a cover letter, to rstull@uwbckr.org and will be accepted through July 27.

United Way of the Battle Creek and Kalamazoo Region is an Equal Opportunity Employer.